

20 May 1977

STATINTL MEMORANDUM FOR: [REDACTED]
Executive Officer, DDA

STATINTL FROM : [REDACTED]
DDA Records Management Officer

SUBJECT : Comments on Proposed Courier Receipt
System

1. I think the idea is fine for the capability of a quick machine sort-retrieval if the response time is very critical. This appears to be the only advantage to this proposed system. The fourth part must be on tab card to go through the sorter but there is no thought given to how the card and the receipts will be attached to a package without damaging the tab card. If the card is damaged it will jam the machine.

2. In talking to [REDACTED] in the Mail & Courier Branch he said they may do five to six searches a day and use two to six people depending on the urgency. The searching is sometimes done by dispatchers or couriers who might otherwise be "unbusy" and available. We should know something about the savings which will result. STATINTL

3. I think additional information is needed, such as a cost savings benefits study, before deciding on this proposal. It impacts on others besides the mail room and the couriers. All other offices should have a chance to consider the proposal. The newly formed Registries Working Group was asked to comment on the proposed system. The comments are being collected by [REDACTED] who will undoubtedly make some response when he returns to duty. STATINTL

4. When I called you on 16 May I noted that RAB got a copy of this memo and Hazel will probably go into more detail. I asked her to give you an info copy for your further consideration.

[REDACTED] STATINTL

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